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23 OCT 1956

MEMORANDUM FOR: Special Support Assistant, DD/S

SUBJECT: Review of Administrative Plans, SR Division

1. A review of all Administrative Plans for SR Division projects has been completed. This review was initiated by [redacted] 25X1  
Chief, Support Staff, SR, who was assisted by [redacted] SR Budget 25X1  
and Fiscal Officer and [redacted] representing PAPS. 25X1

2. Each case officer was interviewed and invited to disclose instances in which the Administrative Plan or any part thereof was an administrative barrier. Case officers, without exception, were found to be very cooperative and none expressed objection to the application of practical and realistic administrative standards.

3. The review disclosed no major problems although provisions in some of the Plans were causing administrative difficulties. Discussions resulted in agreements which, in the opinion of those present, will eliminate these difficulties and, at the same time produce as good administrative controls as the operational circumstances permit.

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Plan an unnecessary administrative burden;

(iii) All other amendments or revisions were necessary because of changes in certain budgetary and/or funding aspects or because of logistical accountability difficulties.

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(d) One project would probably operate more efficiently as a [redacted] In the event approval for a station is not given, this Plan will need revision.

5. Both the tangible and intangible accomplishments were considered successful and it is therefore recommended that the same procedure be followed by the Chiefs of the Support Staffs of the other Area Divisions.

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[redacted]

Project Administrative Planning Staff, DD/S

Project Officer

PAPS/DDS/LJB:vgg  
(22 October 1956)

Distribution:

Orig. & 1 cc--Addressee  
1 cc--Chief, Support Staff, SR Div.  
3 cc--PAPS  
1 cc--SR Div. [redacted]

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